



**NYC School Construction Authority  
Business Development Internship Opportunity  
2023 Spring Semester and Summer**

**Employer Name:** NYC School Construction Authority (SCA)  
30-30 Thomson Avenue  
Long Island City NY 11101

**Overview:**

The New York City School Construction Authority (SCA) is a public sector entity, responsible for building new public schools and managing the design, construction and renovation of capital projects in New York City's more than 1,200 public school buildings. Our mission is to design and construct safe, attractive and environmentally sound public schools for children throughout the many communities of New York City. We are dedicated to building and modernizing schools in a responsible, cost-effective manner while achieving the highest standards of excellence in safety, quality and integrity.

**Job Description:**

The goal of the SCA's Business Development Department (BDD) is to develop minority-owned, women-owned and locally based enterprises into profitable independent entities. In fulfilling this, the BDD conducts outreach to encourage MWLBE firms to prequalify and certify to bid on SCA projects; certifies vendors as MWLBEs; provides training to certified firms and, in coordination with the Director of the Mentor Program, runs the Mentor and Graduate Mentor programs. BDD also oversees and encourages compliance with the SCA's subcontracting and work force participation goals, and manages an Internship Program for high school and college students interested in the construction industry. In performing these and related tasks, BDD works very closely with Prequalification (which qualifies firms to do business with the SCA), Procurement, Construction Management, and other SCA departments.

The intern will support the work of both the Manager for the Mentor and Graduate Mentor Programs and the Internship Manager. The duties for the position will include assisting with program management and outreach, scheduling meetings, typing correspondence, letters and agendas, attending meetings and taking meeting minutes, and updating and maintaining spreadsheets. Proficiency in MS Word and Excel is required.

**Program Schedule:**

During the fall and spring semesters, participants may work up to 20 per week. During the summer months (from June-August) students may work a full-time schedule of 37.5 hours per week. The SCA's standard business hours are 8:00 am-5:00 pm Monday to Friday. The internship is slated to begin in February and has the potential to continue during the student's academic studies. The internship is an in person position.

**Salary:**

\$ 18.00 per hour

**Position Requirements:**

- Local full-time college student currently enrolled in an accredited Bachelor Degree program or graduate student enrolled in a Graduate Degree program for business, finance, public administration or a related discipline.
- Candidates should be proficient in computer programs that are relevant for the intern placement.
- Strong verbal and written language skills are important
- G.P.A. will be considered.
- Applicants who are selected must be able to present unexpired original documentation to show identity and employment authorization to work in the United States.
- If selected, applicants must provide proof of being fully vaccinated with an approved COVID-19 vaccine.

**Required Materials Include:**

- Current Resume
- Cover Letter
- Official Transcript detailing coursework completed to date
- Official Registration (bursar's receipt or enrollment verification)
- Class Schedule

**Application Deadline:**

Resumes will be reviewed on an ongoing basis, but we recommend submission by January 27, 2023.

**To be considered, please forward the required materials to:**

**Ruby Saake**, Senior Management Specialist  
Business Development Department  
NYC School Construction Authority  
30-30 Thomson Avenue, Long Island City, NY 11101  
**Phone:** (718)752-5047  
**Email:** SCAINTERNSHIPS@nycsca.org

The New York City School Construction Authority is an equal opportunity employer.